



**City of
Norfolk**

VENDOR REGISTRATION

(City Use Only)

Code: _____

By: _____ Date: _____

PURCHASING AGENT

Complete this form to be added to the City of Norfolk's Vendor File. Only registered vendors may receive Purchase Orders. To be placed on a mailing list to receive solicitations from the City, include the requested commodity information.

Return this form to the City Purchasing Agent, Vendor Registration, P.O. Box 1531, Norfolk, VA 23501. The form may be faxed to the Purchasing Agent's office at (757) 664-4018.

If you need help completing this form, contact the Purchasing Agent's Office at (757) 664-4787.

Check One: ☐ New ☐ Update

Name of firm: _____

Contact person: _____ Phone: _____ Fax: _____

Sales address (For purchase orders and bids):

Remittance address (If different from sales address):

Employer ID number issued by the Internal Revenue Service: _____
(REQUIRED)

Is this firm subject to backup withholdings?: ☐ Yes ☐ No ☐ Unsure
(See IRS Form W-9 for Information)

Please attach a brief description of the goods or services offered by your firm.

Business Ownership (Check all that apply)

☐ Individual ☐ Partnership ☐ Corporation
☐ Norfolk Business ☐ Minority ☐ Woman Owned

Commodities Provided

(Use the three digit codes from the attached list - Up to 12 codes may be listed)

**Please attach a brief
description of the
goods or services
offered by your firm.**

Others not shown and additional details:

CITY OF NORFOLK
VENDOR REGISTRATION
COMMODITY/SERVICE CODES

005	ABRASIVE	204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	206	COMPUTER HARDWARE AND PERIPHERALS FRO MINI AND MAINFRAME COMPUTERS
015	ADDRESSING, COPYING, DUPLICATING MACHINES AND SUPPLIES: CHEMICALS, INKS, ETC.	207	COMPUTER ACCESSORIES AND SUPPLIES
025	AIR COMPRESSORS, ACCESSORIES, AND PARTS	208	COMPUTER SOFTWARE FOR MICROCOMPUTERS
030	AIR CONDITIONING, HEATING AND VENTILATION EQUIPMENT PARTS AND ACCESSORIES	209	COMPUTER SOFTWARE FOR MINI & MAINFRAME COMPUTERS
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS, ETC.	220	CONTROLLING, INDICATING, RECORDING, MEASURING, AND MONITORING INSTRUMENTS AND SUPPLIES
040	ANIMALS, BIRDS, & MARINE LIFE INCLUDING ACCESSORY ITEMS (LIVE)	225	COOLERS, DRINKING WATER, WATER FOUNTAINS
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	232	CRAFTS, ALL TYPES
050	ART EQUIPMENT AND SUPPLIES	240	CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, UTENSILS, AND SUPPLIES
060	AUTOMOTIVE: MAINTENANCE ITEMS & REPAIR/REPLACEMENT PARTS	245	DAIRY EQUIPMENT AND SUPPLIES
070	AUTOMOTIVE: VEHICLES AND RELATED TRANSPORTATION EQUIPMENT	255	DECALS AND STAMPS
072	AUTOMOTIVE: TRAILERS	260	DENTAL EQUIPMENT AND SUPPLIES
074	AUTOMOTIVE: CYCLES AND OFF-ROAD MINI VEHICLES.	265	DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIALS
075	AUTOMOTIVE: SHOP EQUIPMENT AND SUPPLIES	269	DRUGS AND PHARMACEUTICALS
080	BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.	285	ELECTRICAL EQUIPMENT AND SUPPLIES
090	BAKERY EQUIPMENT, COMMERCIAL	290	ENERGY COLLECTION EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
100	BARRELS, DRUMS, KEGS, AND CONTAINERS	295	ELEVATORS AND ESCALATORS, BUILDING
105	BEARINGS	305	SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES
110	BELTS AND BELTING, CONVEYOR, ELEVATOR, POWER TRANS., AND V-BELTS	310	ENVELOPES, PLAIN OR PRINTED
	BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES	320	STRAPPING, PACKING, AND TYING EQUIPMENT AND SUPPLIES
	BRICKS AND OTHER CLAY PRODUCTS, REFRACTORY MATERIALS, AND STONE		FEED AND BEDDING: VITAMINS AND SUPPLEMENTS FOR ANIMALS
	BRUSHES (NOT OTHERWISE CLASSIFIED)	330	FENCING, ALL TYPES
150	BUILDERS SUPPLIES	335	FERTILIZERS AND SOIL CONDITIONERS
155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	340	FIRE PROTECTION EQUIPMENT AND SUPPLIES
160	BUTCHER SHOP AND MEAT PROCESSING EQUIPMENT	345	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES
165	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL	350	FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
175	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES	360	FLOOR COVERING, FLOOR INSTALLATION AND REMOVAL EQUIPMENT, AND SUPPLIES
190	CHEMICALS AND SOLVENTS, COMMERCIAL, BULK	365	FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
192	CLEANING COMPOSITIONS: DETERGENTS, SOLVENTS AND STRIPPERS, PREPACKAGED	370	FOOD PROCESSING AND CANNING EQUIPMENT AND SUPPLIES
193	CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD, DIAGNOSTIC, ETC)	393	FOODS: STAPLE GROCERY, BAKERY, DAIRY, FROZEN, PERISHABLE, ALL TYPES
195	CLOCKS, TIMERS, WATCHES, AND WATCHMAKERS TOOLS AND EQUIPMENT	395	FORMS, CONTINUOUS (COMPUTER PAPER) AND SNAP-OUT AND FOLDERS FOR FORMS
200	CLOTHING AND APPAREL, UNIFORMS AND ACCESSORIES	400	FOUNDRY CASTINGS, EQUIPMENT, AND SUPPLIES
		405	FUEL, OIL, GREASE, AND LUBRICANTS

420	FURNITURE, NOT OFFICE TYPE	665	PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION FORMING, LAMINATING, AND MOLDING EQUIPMENT
425	FURNITURE, OFFICE	670	PLUMBING EQUIPMENT, FIXTURES AND SUPPLIES
430	GAS CONTAINERS, EQUIPMENT: LABORATORY MEDICAL, AND WELDING	680	POLICE EQUIPMENT AND SUPPLIES
440	GLASS, ALL KINDS, AND GLAZING SUPPLIES	690	POWER GENERATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
445	HAND TOOLS, POWERED AND NON-POWERED, ACCESSORIES AND SUPPLIES	695	PRINTING PLANT AND SILK SCREENING EQUIPMENT AND SUPPLIES (EXCEPT PAPER)
450	HARDWARE AND RELATED ITEMS	710	PROSTHETIC DEVICES, HEARING AIDS, ELECTRONIC READING DEVICES, ETC.
	HOSES, ACCESSORIES AND SUPPLIES, INDUSTRIAL, COMMERCIAL, GARDEN	715	PUBLICATIONS AND AUDIOVISUAL MATERIAL, ALL TYPES
485	JANITORIAL SUPPLIES, ALL KINDS	720	PUMPING EQUIPMENT AND ACCESSORIES
500	LAUNDRY AND DRY CLEANING EQUIPMENT, COMMERCIAL, PARTS AND SUPPLIES	725	RADIO COMMUNICATION, TELEPHONE AND TELECOMMUNICATIONS EQUIPMENT, ACCESSORIES, AND SUPPLIES
505	LAUNDRY AND DRY CLEANING COMPOUNDS AND SUPPLIES		
	LAUNDRY TEXTILES AND SUPPLIES	730	RADIO COMMUNICATION AND TELECOMMUNICATIONS TESTING, MEASURING AND ANALYZING EQUIPMENT, ACCESSORIES AND SUPPLIES
515	LAWN MAINTENANCE EQUIPMENT, ACCESSORIES, AND PARTS	735	RAGS, SHOP TOWELS, AND WIPING CLOTHS
520	LEATHER AND RELATED EQUIPMENT, PRODUCTS, ACCESSORIES, AND SUPPLIES	740	REFRIGERATION EQUIPMENT AND ACCESSORIES
525	LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES AND SUPPLIES	745	ROAD AND HIGHWAY BUILDING MATERIALS (ASPHALTIC)
	LUGGAGE, BRIEFCASES, PURSES, AND RELATED ITEMS	750	ROAD AND HIGHWAY BUILDING MATERIALS (NON ASPHALTIC)
	LUMBER, PRESSBOARDS, SHEETROCK, SHINGLES, SIDING, STAKES, AND RELATED PRODUCTS	755	ROAD AND HIGHWAY EQUIPMENT AND PARTS, ALL TYPES
545	MACHINERY, HARDWARE, INDUSTRIAL	770	ROOFING EQUIPMENT, MATERIALS, AND SUPPLIES
550	MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES	775	SALT (FOR SNOW & ICE REMOVAL)
555	MARKING AND STENCILING DEVICES	780	SCALES AND WEIGHING APPARATUS
	MATERIAL HANDLING AND STORAGE EQUIPMENT AND ALLIED ITEMS	790	SEED, SOD, SOIL, AND INOCULANTS
570	METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING, AND FABRICATED ITEMS	795	SEWING ROOM AND TEXTILE MACHINERY AND ACCESSORIES
575	MICROFICHES AND MICROFILM EQUIPMENT, ACCESSORIES, AND SUPPLIES	800	SHOES AND BOOTS
	MUSICAL INSTRUMENTS ACCESSORIES AND SUPPLIES	801	SIGNS, SIGN MATERIALS, SIGN MARKING EQUIPMENT, AND RELATED SUPPLIES
	NOTIONS AND RELATED DEWING SUPPLIES	803	SOUND SYSTEMS, COMPONENTS, AND ACCESSORIES
	NURSERY STOCK, EQUIPMENT, AND SUPPLIES	805	SPORTING GOODS, ALL TYPES
	OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES	820	STEAM HEATING, HOT WATER BOILERS, AND POWER PLANT EQUIPMENT.
615	OFFICE SUPPLIES, GENERAL	830	TANKS, ALL TYPES: MOBILE, PORTABLE, STATIONARY, AND UNDERGROUND
625	OPTICAL EQUIPMENT, SUPPLIES AND ACCESSORIES	840	TELEVISION EQUIPMENT AND ACCESSORIES
630	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED ITEMS	845	TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL MEASUREMENTS)
635	PAINTING EQUIPMENT AND SUPPLIES	855	THEATRICAL EQUIPMENT AND SUPPLIES
	PAPER, FOR OFFICE AND PRINT SHOP USE	860	TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS ETC.
	PARK, PLAYGROUND, RECREATION AREA AND SWIMMING POOL EQUIPMENT	863	TIRES AND TUBES
	PERSONAL HYGIENE AND GROOMING EQUIPMENT AND SUPPLIES	870	VENETIAN BLINDS, AWNINGS, AND SHADES
655	PHOTOGRAPHIC EQUIPMENT AND SUPPLIES	875	VETERINARY EQUIPMENT AND SUPPLIES
658	PIPE AND TUBING AND RELATED FITTINGS	885	WATER AND WASTEWATER TREATING CHEMICALS

890	WATER SUPPLY AND SEWAGE TREATMENT EQUIPMENT
895	WELDING EQUIPMENT AND SUPPLIES
898	X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES
905	AIRCRAFT OPERATIONS SERVICES
906	ARCHITECTURAL PROFESSIONAL DESIGN SERVICES
910	BUILDING MAINTENANCE AND REPAIR <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
912	CONSTRUCTION SERVICES, GENERAL CONTRACTOR <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
914	CONSTRUCTION SERVICES, TRADES <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
915	COMMUNICATIONS AND MEDIA RELATED SERVICES <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
918	CONSULTING SERVICES <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
920	DATA PROCESSING SERVICES AND SOFTWARE <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
924	EDUCATION SERVICES <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
925	ENGINEERING SERVICES, PROFESSIONAL
936	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - ALL EQUIPMENT
946	FINANCIAL SERVICES <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
948	HEALTH RELATED SERVICES
952	HUMAN SERVICES
953	INSURANCE, ALL TYPES
956	LIBRARY SERVICES
959	MARINE CONSTRUCTION SERVICES: MARINE EQUIPMENT MAINTENANCE AND REPAIR, RELATED MARINE SERVICES
961	MISCELLANEOUS PROFESSIONAL SERVICES <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
962	MISCELLANEOUS SERVICES <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
964	PERSONNEL, TEMPORARY (EMPLOYMENT AGENCY SERVICES)
965	PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING AND PREPARATION OF MATS, NEGATIVES, AND PLATES
968	PUBLIC WORKS AND RELATED SERVICES <u>PROVIDE FURTHER DETAILS ON VENDOR REGISTRATION</u>
971	REAL PROPERTY RENTAL OR LEASE
981	RENTAL OR LEASE OF EQUIPMENT, UNIFORMS, CLOTHING, APPAREL, ETC.
988	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
990	SECURITY, FIRE, SAFETY AND EMERGENCY SERVICES
998	SALE OF SURPLUS AND OBSOLETE ITEMS